

Special Administrative Leave (ADM) Provision for 2020 Vacation Overage (Revised June 8, 2020):

As of the SHARP fiscal year end (June 13, 2020), do you have a vacation balance that is over the maximum allowed? If you aren't sure, contact your HR Office as the balance on your timesheet or under the View Leave Balance in Employee Self Service may not yet reflect vacation hours you are taking from May 31, 2020 through June 13, 2020. If you do have an overage, you may have some Administrative Leave (ADM) hours available for use from June 14, 2020 through December 31, 2020. How do you know if you have Administrative Leave available? Use the following formula to figure it out.

Formula: Vacation hours over the maximum **minus (-)** COVID-19 related Administrative Leave (ADM) used from March 29, 2020 through June 13, 2020 **equals (=)** Administrative Leave (ADM) available for use from June 14, 2020 through December 31, 2020.

Examples:

Employee A (80 overage – 0 ADM = 80 New ADM): 80 hours of vacation overage and has received 0 hours of administrative leave since March 29, 2020

- Step 1: 40 hours of overage will be converted to sick leave pursuant to regulation
- Step 2: The number of hours of administrative leave received since March 29, 2020 (0) is subtracted from the total amount of overage (80), meaning that the employee will have a balance of 80 hours of administrative leave to use by January 1, 2021.

Employee B (80 overage – 40 ADM = 40 New ADM): 80 hours of vacation overage and has received 40 hours of administrative leave since March 29, 2020

- Step 1: 40 hours of overage will be converted to sick leave pursuant to regulation
- Step 2: The number of hours of administrative leave received since March 29, 2020 (40) is subtracted from the total amount of overage (80), meaning that the employee will have a balance of 40 hours of administrative leave to use by January 1, 2021.

Employee C (80 overage – 80 ADM = 0 New ADM): 80 hours of vacation overage and has received 80 hours of administrative leave since March 29, 2020

- Step 1: 40 hours of overage will be converted to sick leave pursuant to regulation
- Step 2: The number of hours of administrative leave received since March 29, 2020 (80) is subtracted from the total amount of overage (80), meaning that the employee will not receive any hours of administrative leave to use by January 1, 2021.

NOTE: There is no administrative leave maximum. Exempt employees record administrative leave (ADM) in quarter hour (.25) increments. You must follow the leave request procedures established by your appointing authority for any time away from work. You shall obtain prior approval from your supervisor for each use of this administrative leave. You must use this administrative leave prior to January 1, 2021. Any hours not used by January 1, 2021 will not be carried over. If you separate from employment before you are able to use all of your administrative leave, you will not be paid for the unused administrative leave.